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FILED: *Meeting*
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RECORDS MANAGEMENT DIVISION

14 December 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Staff Meeting of Branch Chiefs on 14 Dec. 1954

The following subjects were discussed:

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a. [] is to assume the position of Chief of Administration, SR Division, immediately. The present internal organization of the O & M functions of the Management Staff will be revised to provide for [] to take over the DD/I area formerly supervised by []. A new group headed by [] will assume responsibility for Commo, Training and Personnel.

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b. Colonel White will discuss with [] on 15 December 1954 the Management Staff mission, accomplishments and objectives, and other pertinent material to be presented to the Clark Committee.

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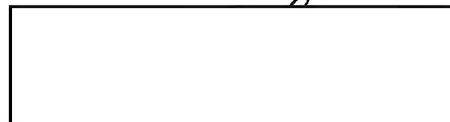
c. The Clark Committee is scheduled to visit [] on 21 January 1955.

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d. The material prepared last summer to reflect the accomplishments of the Records Management Program as of 30 June 1954 were discussed with the Branch Chiefs prior to meeting with [] today at 2 P.M. Some minor revisions were made and some points were clarified. In addition, a statement of accomplishments since 1 July 1954 and the objectives for the remaining fiscal year 1955 were discussed.

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